NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P21-A03-AIX-SCOM
Personnel Locator (PERSLOC)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

- ? Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- ? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- ? Provides information needed to use the system effectively.
- ? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- ? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the PERSLOC SCOM.
- ? Be advised that changes are subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in Figure 3.4-1, PERSLOC Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Personnel Locator (PERSLOC):

a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P21.

b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A03.

c. Title and Abbreviation: Personnel Locator (PERSLOC)

d. Previously fielded Release/Version Number: 09.01/09.00.

e. Software Change Package (SCP) Release/Version number being developed/ fielded: P21-A03-10-02.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

PERSLOC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

? Application-specific support to meet the information needs of installation functional activities and tenant units;

? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the PERSLOC ISM is to provide assistance in locating address and telephone data for current, inbound and outbound military and civilian personnel assigned to an installation. It also prints labels for forwarding mail. Telephone operators mail room clerks, duty officers, and charge of quarters officers may use this system. PERSLOC allows you to query and update address and telephone information and performs automated removal of expired records.

1.2.1 Management Reporting

PERSLOC administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation and the system

administrators (SA) will be at the Army Network and Systems Operations Center (ANSOC). The FA performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems and is responsible for administration and security of PERSLOC in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access, and assistance in resolving any problems users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation.

The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

Staff members can perform standard and special purpose (ad-hoc) queries to obtain data not available through existing functions.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).

b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).

d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).

e. Point of Contact.

Organization:	U. S. Army Information Systems Software Center (USAISSC) ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 806-4244
DSN:	365-4244

1.3 DOCUMENT OVERVIEW.

The purpose of this SCOM for PERSLOC ISM is to provide computer operation and administration personnel with an operational and administrative overview of the PERSLOC module, procedures for performing system administration tasks and supporting technical information.

1.3.1 Security.

PERSLOC does not store or process classified data. PERSLOC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)", 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to PERSLOC.

b. Disclosure. You must not disclose any personal information contained in PERSLOC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using PERSLOC.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view PERSLOC data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only individuals to whom log-in names and passwords were specifically assigned by the SA, shall use them.

a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

a. Documents. Prevent unauthorized individuals from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

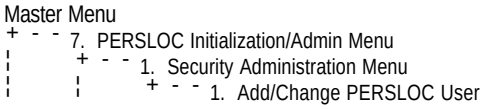
Table 1.3.1. Notational Conventions

SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4-1 shows the hierarchy of all PERSLOC menu items. Use this hierarchy of menu item numbers to specify the *menu path.* The menu path for "Add/Change PERSLOC User" is as follows:



Use Procedure 7,1,1 "(Add/Change PERSLOC User)" means to select each menu in order, starting from the "Master Menu". Using this system of notation, you can quickly get to the screen needed without having to refer to the PERSLOC Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

a. U.S. Army Management Directorate Automated Information System (AIS) Manual 25-P21-A03-OSE-FD, "PERSLOC Functional Description (FD)", 30 November 1992, UNCLAS.

b. U.S. Army, AISM 25-P21-A03-AIX-DBDD, "PERSLOC Database Design Description (DBDD) Manual", UNCLAS.

c. U.S. Army, AISM 25-P21-A03-AIX-SUM, "PERSLOC Software User Manual (SUM)", UNCLAS.

d. U.S. Army, AISM 25-P21-A03-AIX-SIP, "PERSLOC Software Installation Plan (SIP)", UNCLAS.

e. Hardware Documentation.

(1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

(2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

(3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

(4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

f. Software Documentation.

(1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

(2) AIX Version 4.2 Quick Installation and Startup Guide.

(3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

(4) AIX Version 4 Getting Started - Part No.GC23-2521.

(5) AIX Version 4.2 System User's Guide: Operating System and Devices.

(6) AIX Version 4.2 System Management Guide: Operating System and Devices.

(7) AIX Version 4.2 Network Installation Management Guide and Reference.

(8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

(9) Oracle7™ for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

(10) Oracle7™ SQL* Plus User's Guide and Reference, Version 3.1

(11) Oracle7™ Server SQL Language Reference Manual, Part Number 778-70-1292.

(12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts

Manual".

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes PERSLOC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

PERSLOC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the INFORMIX RDBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise PERSLOC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. Refer to Section 3.4, Software Inventory, for details.

The PERSLOC programs communicate by shared access to the "post" database. The database tables accessible by PERSLOC are listed in Section 3.3.1.1. PERSLOC also references various tables in the ILIDB. Further details are contained in the PERSLOC DBDD Manual.

PERSLOC is a multi-user, interactive, menu-driven database system for providing assistance in locating address and telephone data for current, inbound and outbound military and civilian personnel assigned to an installation and also prints labels for forwarding mail. Telephone operators, mail room clerks, duty officers and charge of quarters officers may use this system. PERSLOC allows you to query and update address and telephone information and performs automated removal of expired records. PERSLOC provides data entry, modification, query, and reporting capabilities at the installation level, and provides for electronic transfer and retrieval of records across installations and agencies.

PERSLOC shares timely and accurate information with the ILIDB - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through PERSLOC. Information needed for PERSLOC, which is not part of ILIDB, is manually entered.

PERSLOC has the capability to prepare eight Standard Installation/Division Personnel System (SIDPERS) transactions. Future interfaces with other databases, such as Housing Office Management System (HOMES), Defense Enrollment Eligibility Reporting System (DEERS), Real-time Automated Personnel Identification Dissemination System (RAPIDS), and Installation Army Authorization Document System (ITAADS), when implemented, will further minimize the percentage of the database populated by manual methods.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the PERSLOC programs (software units) are listed in Table 3.2.1 below. The type column consists of: S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, PERSLOC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. PERSLOC Software Units

File Name	File Type	Run By	Description

Table 3.2.1. PERSLOC Software Units			
File Name	**File Type**	**Run By**	**Description**
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & cif_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
post_prg	E	.setupISM	Master Menu, Peacetime Menu
adhoc_prg	C	post_prg	Ad Hoc Query Main Menu
post_inf_prg	E	post_prg	Personnel Locator Functions
ecps_prg	E	post_prg	Problem Reports/ECP-S Submission

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the PERSLOC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the PERSLOC Software Product Specifications (SPS) manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of PERSLOC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The PERSLOC database contains much of the information referenced, created, and updated by the PERSLOC ISM. PERSLOC requires this in order to operate. The ILIDB contains information that is referenced by the PERSLOC ISM. PERSLOC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by PERSLOC are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. PERSLOC Database Tables			
Database	**Table**	**Database**	**Table**
post	adhoc_svdet	post	adhoc_svqry
post	adhoc_tbl	post	adhoc_xref
post	demobloc	post	locator_tbl
post	max_id	post	menu_tbl
post	printer	post	printer-default
post	security	post	

The tables in ILIDB that are referenced by PERSLOC are listed in Table 3.2.3 below. You can find

details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables

Database	Table	Database	Table
ilidb	civilian	ilidb	cmsnd_occ_spec
ilidb	cmsnd_off	ilidb	demobloc
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	individual
ilidb	mil_pers	ilidb	unit
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_occ_spec	ilidb	

3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the PERSLOC run-time module. The names and locations of the permanent files referenced created, or updated by PERSLOC are included in the PERSLOC Software Product Specifications (SPS) Manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the PERSLOC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes

FILE SUFFIX	TYPE/CONTENTS OF FILE
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable “shell” commands
sql	SQL statements

The files contained in the “post.exp” subdirectory are not needed at run time. They contain an export of the PERSLOC database that is used optionally to load the database during PERSLOC installation. The “post.sql” file contains an SQL script that may be read by the “dbimport” command.

3.2.3 Report Inventory.

All reports produced by PERSLOC are listed below with the name of the executable that produces the report and the PERSLOC menu path(s) from the “Master Menu” to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting Option #4 from the “Master Menu”, then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, PERSLOC Hierarchy Diagram, for an overall view of PERSLOC functions.

The following is a list of all reports generated from PERSLOC. Numbers following the report title indicate the menu path leading to the report (starting with the master menu).

Report Title	Menu Path
Past 30 day Cutoff Mail on Hold Report	1,9,1
Departed Locator Cards Report	1,9,2
Projected Gains List Report	1,9,3

Expected Arrival Soldiers Report	1,9,4
Incomplete Forwarding Address Report	1,9,5
Military Personnel File Departed List	1,9,6

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer.

3.2.4 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "post" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The PERSLOC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute PERSLOC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the PERSLOC application.

3.3.1 Hardware Required.

Hardware configurations required to support PERSLOC include:

a. Computer. IBM RISC 6000 System - Model 7012-300 series.

b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required.

The software required, to run, PERSLOC ISM includes:

a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

b. RDBMS. ANSI SQL-compliant Rrelational database management system (such as Oracle7™ for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

c. ISM Application. This is the PERSLOC application software and is used in host mode.

d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode software utilities.

e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.3 Database/Data Bank Characteristics.

PERSLOC is designed using a RDBMS that will:

a. Allow installation-unique tables and attributes.

b. Provide integration with other portions of the installation, central data repository previously developed.

c. Use data elements standardized IAW AR 25-9.

The data elements used for PERSLOC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for PERSLOC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.4 Major Application Components.

PERSLOC contains the following major components:

a. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:

(1) Host computers located at the installation sites.

(2) Communications hardware and software to support local and long-haul connectivity.

(3) User workstations located at Army installations.

(4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided by the Defense Commercial Telecommunications Network (DCTN) or Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communi-cations via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

PERSLOC communicates between PC workstations and a local host either via an EIA

RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

Settings:
Terminal Type: VT100
Duplex : FULL
Line Wrap : OFF
Scroll : ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

Port : COM1*
Baud rate : 2400*
Parity : SPACE*
Data Bits : 7
Stop Bits : 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should

include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```
myname=myname              # PC's LAN name; unique to LAN
myip=192.108.181.200       # PC IP address; unique to LAN
name=default
keymap= "VTPC-C.tbl"       # sets default keymap
name=ISMHOST               # ISM host's LAN name
hostip=192.108.181.72      # ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

Digital cellular communication is used where data links are critical.

c. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

d. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

e. Better Utilization of Staff. Administrative burdens are reduced by automating data-collection and report-generating functions. In some instances, manual tasks are eliminated, entirely.

f. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

g. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

h. Graphics. Graphics are used to summarize statistical data (i.e., Pie charts, Bar charts).

3.3.5 System Interfaces.

PERSLOC application will directly interface with STAMIS, ISM, and other stovepipe systems such as Standard Installation/Division Personnel System (SIDPERS). These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media (e.g., 9-track tape) data transfers may be used. The systems with which the PERSLOC will require an automated interface include the following:

a. SIDPERS: The PERSLOC will interface with SIDPERS through the shared data file, and have access to required personnel information (e.g., name, grade, unit, and UIC).

b. In-Processing: PERSLOC, will access data entered through the In-Processing application when soldiers in-process at the welcome or in-processing center. Initial information entered on a soldier includes locator data such as Unit assignment, office title and phone number.

c. Out-Processing: PERSLOC, will access data entered through the Out-Processing application when soldiers depart from an installation. Data entered during out-processing that is relevant to locating personnel includes forwarding address information.

d. Records Inquiry: Through the Records Inquiry application, clerks will maintain biographical information on military personnel. As this information is maintained, it will be downloaded to the shared data file for access by all ISM applications.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The PERSLOC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to PERSLOC data tables. Use of any existing network gateway may be considered until hardware and software supporting an Open System Environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

PERSLOC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise PERSLOC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. PERSLOC is written in written in C. Refer to Section 3.2, Software Inventory, for details.

The PERSLOC programs communicate by shared access to the "post" database. The database tables accessible by PERSLOC are listed in Section 3.2.2.1. PERSLOC also references various tables in the

ILIDB. The PERSLOC Database Design Specification (DBDD) manual (AISM 25-P21-A03-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the PERSLOC user.

```
Menu Name or Screen                                                    Executable
Master Menu                                                            ==> post_prg
+ - - 1.  Peacetime Menu                                               ==> post_inf_prg
|       + - - 1.  Military Telephone Locator Service Menu
|       |       + - - 1.  Browse Military Phone by Name
|       |       + - - 2.  Inquire Military Phone by SSN
|       |
|       + - - 2.  Civilian Telephone Locator Service Menu
|       |       + - - 1.  Browse Civilian Phone by Name
|       |       + - - 2.  Inquire Civilian Phone by SSN
|       |
|       + - - 3.  Mail Directory Service Menu
|       |       + - - 1.  Browse Military Address by Name
|       |       + - - 2.  Inquire Military Address by SSN
|       |
|       + - - 4.  Address Table Menu
|       |       + - - 1.  Add/Change Single Address Table Record
|       |       + - - 2.  Add/Change Multiple Address Table Records
|       |       + - - 3.  Delete Address Table Record
|       |
|       + - - 5.  Phone Table Menu
|       |       + - - 1.  Add/Change Phone Record
|       |       + - - 2.  Browse Phone by UPC
|       |       + - - 3.  Delete a Phone Record
|       |
|       + - - 6.  Print Address Labels by SSN
|       + - - 7.  Print Address Labels by Name
|       + - - 8.  Batch Print Address Labels Menu
|       |       + - - 1.  Print Address Labels from Batch File
|       |       + - - 2.  Clear Address Labels Batch File
|       |
|       + - - 9.  Report Menu
|       |       + - - 1.  Past 30 day Cutoff Mail on Hold Report
|       |       + - - 2.  Departed Locator Cards Report
|       |       + - - 3.  Projected Gains List Report
|       |       + - - 4.  Expected Arrival Soldiers Report
|       |       + - - 5.  Incomplete Forwarding Address Report
|       |       + - - 6.  Military Personnel File Departed List
|       |
|       + - - 10. Ad Hoc Query                                          ==> adhoc_prg
|               + - - 1.  Create A Basic Ad Hoc Query
|               + - - 2.  Create an Advanced Ad Hoc Query
|               + - - 3.  Change a Saved Ad Hoc Query
|               + - - 4.  Delete Ad Hoc Queries
|               + - - 5.  View/Print Saved Ad Hoc Query Results
|               + - - 6.  View Saved Ad Hoc Query Statements
|
+ - - 2.  Transition to War Menu
+ - - 3.  Wartime Menu
+ - - 4.  Demobilization Menu
|       + - - 1.  Add/Change Unit
|       + - - 2.  Inquire About a Unit
|       + - - 3.  Delete Unit
|
+ - - 5.  Customer Assistance Menu
|       + - - 1.  Telephonic
|       + - - 2.  Message
|       + - - 3.  Problem Report                                       ==> ecps_prg
|       |       + - - 1.  Add/Change Problem Report/ESP_S
```

Figure 3.4-1. PERSLOC Hierarchy Diagram

```
Menu Name or Screen
M       5       3
|       |       + - - 2.  View Problem Report/ESP_S
|       |       + - - 3.  Delete Problem Report/ESP_S
```

```
|       |       + - - 4.  Submit Problem Report/ESP_S
|       |
|       + - - 4.  ISM Data Sheet
|
+ - - 6.  Problem Reports/ECP-S Submission                                    ==> ecps_prg
|       + - - 1.  Add/Change Problem Report/ESP_S
|       + - - 2.  View Problem Report/ESP_S
|       + - - 3.  Delete Problem Report/ESP_S
|       + - - 4.  Submit Problem Report/ESP_S
|
+ - - 7.  PERSLOC Initialization/Admin Menu
|       + - - 1.  Security Administration Menu
|       |       + - - 1.  Add/Change PERSLOC User
|       |       + - - 2.  Delete PERSLOC User
|       |       + - - 3.  Add Alternate ISM Administrator
|       |       + - - 4.  Add/Change Address Record Write Permissions
|       |       + - - 5.  Delete Address Record Write Permissions
|       |
|       + - - 2.  Customize PERSLOC Data Menu
|       + - - 3.  Set-up Installation Specific Menu
|       |       + - - 1.  Add/Change Menu Entries
|       |       + - - 2.  Delete Menu Entries
|       |
|       + - - 4.  Peripheral Administration Menu
|       |       + - - 1.  Add/Change Application Printers
|       |       + - - 2.  Delete Application Printers
|       |
|       + - - 5.  Ad Hoc Query Administration Menu
|       |       + - - 1.  Select Elements to Show
|       |       + - - 2.  Add/Change Element Comments
|       |
|       + - - 6.  Local Unit Maintenance
|               + - - 1.  Add/Change Local Unit
|               + - - 2.  Delete Local Unit
|
+ - - 8.  Installation-Specific Applications Menu
+ - - 9.  View Documentation/Regulations Menu
      + - - 1.  View Governing Regulation (Primary)
      + - - 2.  View End User Manual
      + - - 3.  View Implementation Procedures
      + - - 4.  View Maintenance Manual
      + - - 5.  View ISMSIS
      + - - 6.  View Configuration Control Manual
      + - - 7.  View Functional Description
```

Figure 3.4-1. PERSLOC Hierarchy Diagram – *Continued.*

3.4.1 Controls.

Through the "PERSLOC Administration Menu" the PERSLOC Administrator controls which user LOGIN ID's have access to the specific PERSLOC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for PERSLOC have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and

interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes", and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

PERSLOC requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- ? Back up
- ? Fall back
- ? Degraded modes of operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

(1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c. Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried

on whether or not the system should restore the files.

b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a. Workstation failures. There are two, primary fall back techniques:

(1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

(2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b. Installation Failures. In case the Installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation

Priority	Operation
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b. Policy. RDBMS transaction logging is automatic and has the default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. Installation personnel will perform backups of applications, the ILIDB, and subject area databases.

c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and For Official Use Only (FOUO*)* information. All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized assess.

Only users with a valid login ID and PASSWORD may access the PERSLOC ISM. PERSLOC SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know". The system provides safeguards against these types of "hackers" or "idle curiosity seekers".

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical

misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P21-A03-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN:- 879-6798/6858 or on commercial line 1-800-305-3036.

4 INSTALLATION SETUP

4.1 PROCESSING OVERVIEW.

After logging in, users access PERSLOC via statements in their shell profiles - the file ".profile". The command file ".setupISM", (in the user's home directory), is activated from this shell profile, which controls how PERSLOC will be executed from that point on. After environment variables are set, the PERSLOC main program "post_prg" is executed in the PERSLOC home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user's shell is executed and the user is logged out. Any number of users can access PERSLOC simultaneously, subject to limitations of the host system's resources, including the RDBMS. For details on installing PERSLOC, refer to the PERSLOC Software Installation Plan (SIP) manual.

4.2 COMMUNICATIONS OVERVIEW

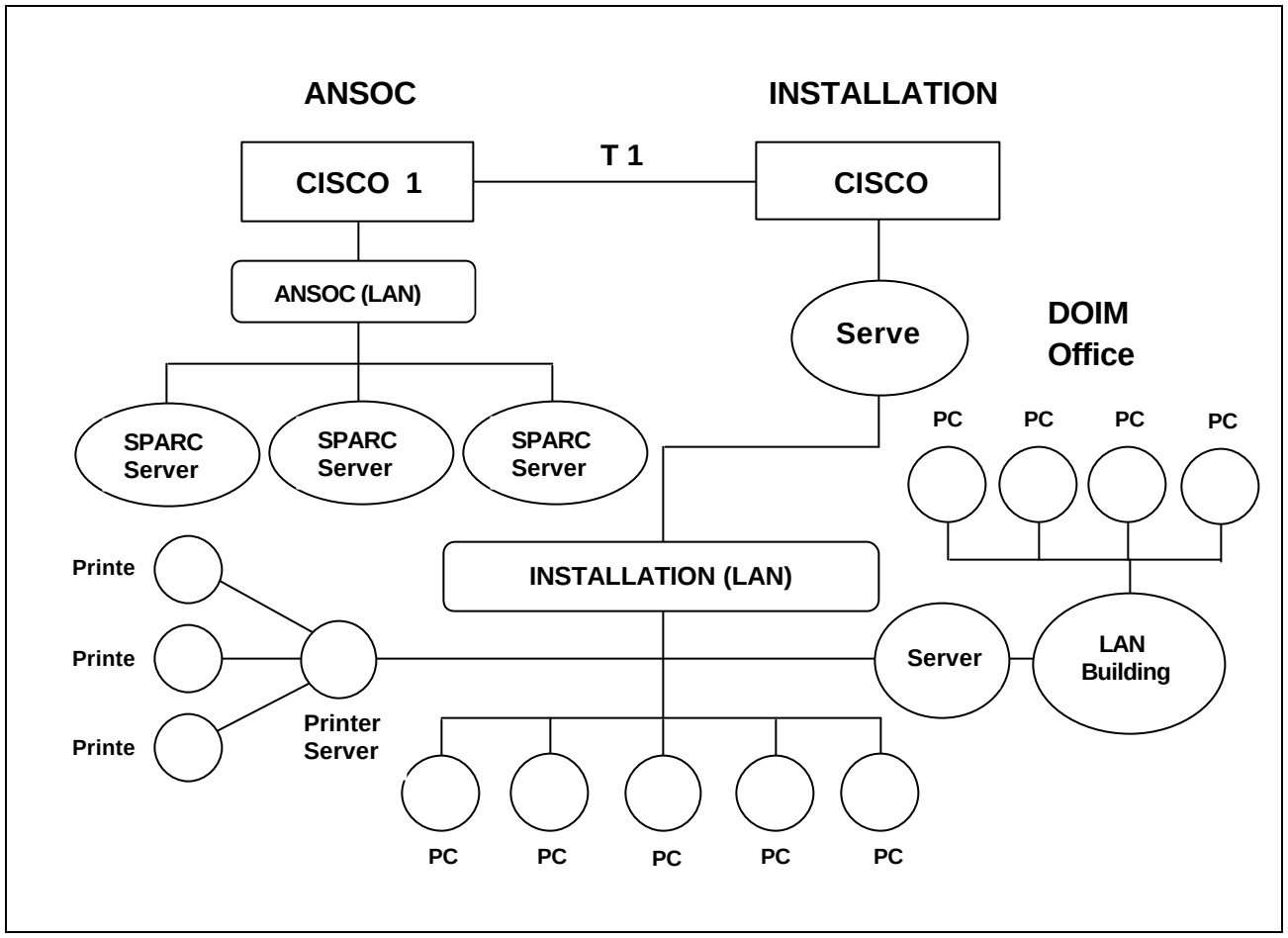


Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in the chart in Figure 4.2-1.

4.3 SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, "Information Systems Security (ISS)", DOD 5200.28-STD and "DOD Trusted Computer System Evaluation Criteria" (TCSEC), categorizes the information processed by PERSLOC as unclassified sensitive-two (US-2). This means that PERSLOC processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the PERSLOC system, and reports

produced by it, must be protected against improper or accidental disclosure.

Each user is issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed.

User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the user has been granted that specific access privilege by the FA. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1 Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

a. Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.

b. Users will log off the computer whenever they leave the area.

4.3.2 Database Access.

Access to view or change PERSLOC data is restricted to users who have at least “connect” permission to the SADB and the ILIDB. Persons having DBA permission authority can grant any level of permission, such as “connect”, “resource”, or “DBA”, to other users, so access to these user accounts must be strictly controlled.

4.3.3 Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the PERSLOC FA. You must exercise caution in choosing what programs to make available via this menu and which users have access to it. There is a risk to the security of other systems on the same host as PERSLOC, depending on the specific programs installed.

4.3.4 Beginning PERSLOC Processing.

After successfully logging-in to PERSLOC via the ISM computer, you are ready to begin processing. Upon accessing PERSLOC, a start-up warning screen will appear.

Figure 4.3-1. Federal Warning Screen

a. To continue, press <Enter>. Then, follow the instructions supplied in Section 5, Description of Runs.

b. To cancel and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer.

5 DESCRIPTION OF RUNS.

This section describes PERSLOC functional administration procedures. For software user procedures, including ad hoc query, refer to PERSLOC SUM. For installation procedures, refer to the PERSLOC SIP manual. The security profile for each PERSLOC user that is set by the PERSLOC administrator, determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The PERSLOC administrator has access to all functional areas and procedures.

5.1 RUN INVENTORY.

PERSLOC administrative procedures are listed below by item being acted upon. The menu path after each procedure indicates the PERSLOC menu path needed to perform the procedure. For information on how to perform procedures, refer to Section 1.3.4, Procedural Conventions. For an overall view of all PERSLOC functions, refer to Figure 3.4-1, PERSLOC Hierarchy Diagram.

Procedure Title	Path(s)
Telephone Support	5,1
Message	5,2
ISM Data Sheet	5,4
Add/Change ECP/PR	5,3,1 and 6,1
View ECP/PR	5,3,2 and 6,2
Delete ECP/PR	5,3,3 and 6,3
Submit ECP/PR	5,3,4 and 6,4
Add/Change PERSLOC User	7,1,1
Delete PERSLOC User	7,1,2
Add Alternate ISM Administrator	7,1,3
Add/Change Address Record Write Permissions	7,1,4
Delete Address Record Write Permissions	7,1,5
Add/Change Menu Entries	7,3,1
Delete Menu Entries	7,3,2
Add/Change Application Printers	7,4,1
Delete Application Printer	7,4,2
Select Elements to show	7,5,1
Add/Change element comments	7,5,2

After entering the PERSLOC system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.

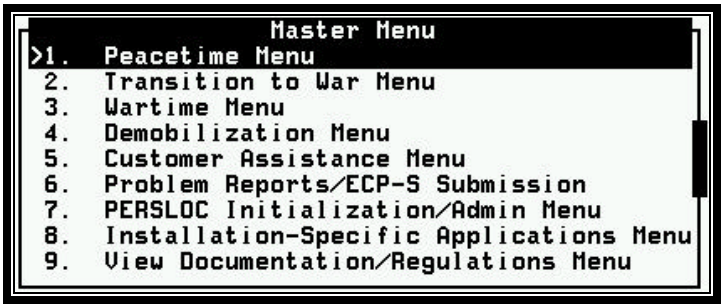


Figure 5.1-1. Master Menu

The "Peacetime Menu" contains the majority of user procedures. For administration procedures, refer to section 5.7, "PERSLOC Initialization/Administration Menu", and section 5.8, "Installation-Specific Applications Menu".

5.2 BACKUP AND RESTORE PROCEDURES.

Both the PERSLOC permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of PERSLOC must be adequate to resume operations on the same or a similarly equipped machine within

a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within PERSLOC. Section 7 shows a sample script to perform a backup.

5.3 DIAGNOSTIC PROCEDURES.

PERSLOC does not have any diagnostic procedures.

5.4 ERROR MESSAGES.

PERSLOC is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. PERSLOC does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5 CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining PERSLOC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

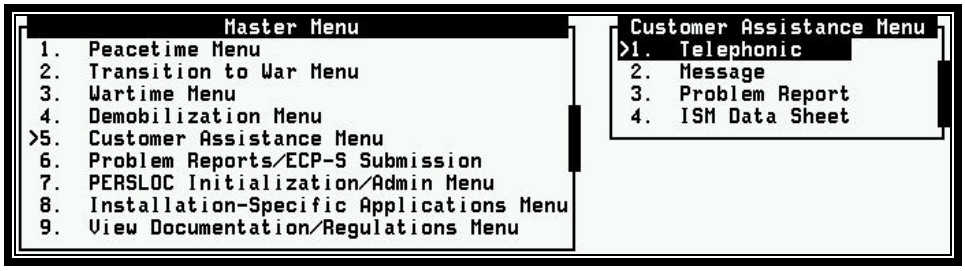


Figure 5.5-1. Customer Assistance Menu

5.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu", the following screen will appear:

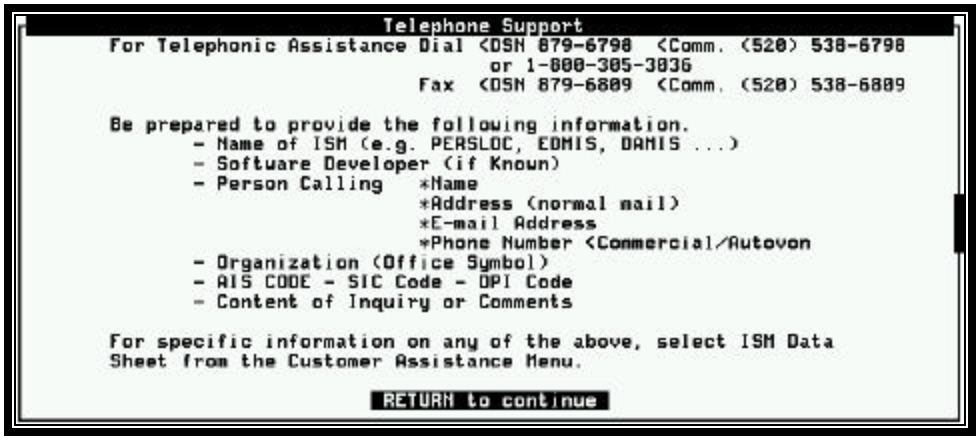


Figure 5.5-1. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For more specific information, select "ISM Data Sheet" menu option.

5.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

Figure 5.5-1. Problem Report

5.5.3.1 Add/Change ECP/PR.

Refer to paragraph 5.6.1 for more details.

5.5.3.2 View ECP/PR.

Refer to paragraph 5.6.2 for more details.

5.5.3.3 Delete ECP/PR.

Refer to paragraph 5.6.2 for more details.

5.5.3.4 Submit ECP/PR.

Refer to paragraph 5.6.3 for more details.

5.5.4 ISM Data Sheet.

Use this procedure to display a fact sheet of information about PERSLOC. The "ISM Data Sheet" screen allows you to obtain information on the PERSLOC ISM. To obtain PERSLOC ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

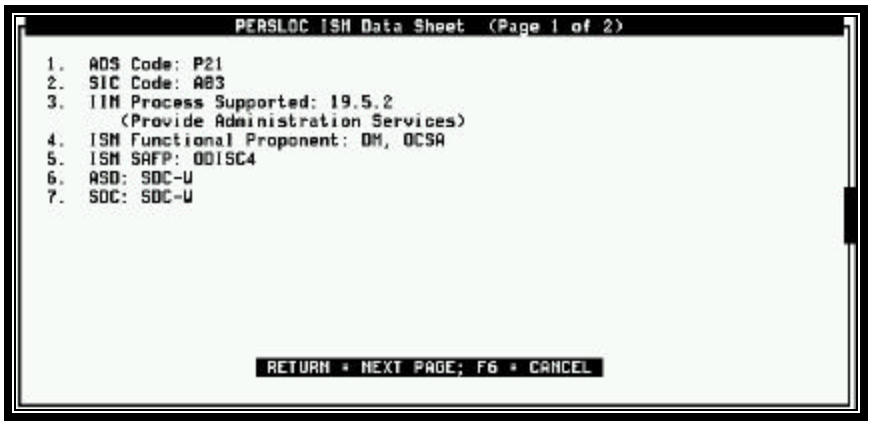
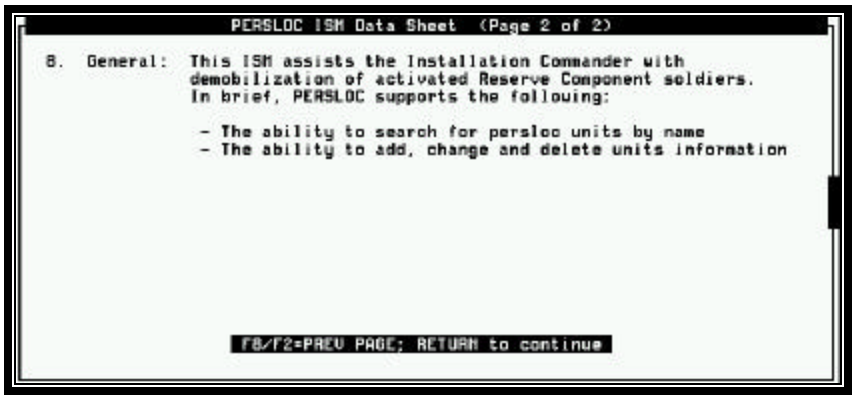


Figure 5.5-1. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.



5.6 PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating, a DA Form 5005-R (ECP-S).

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1 Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" shows the following screen.

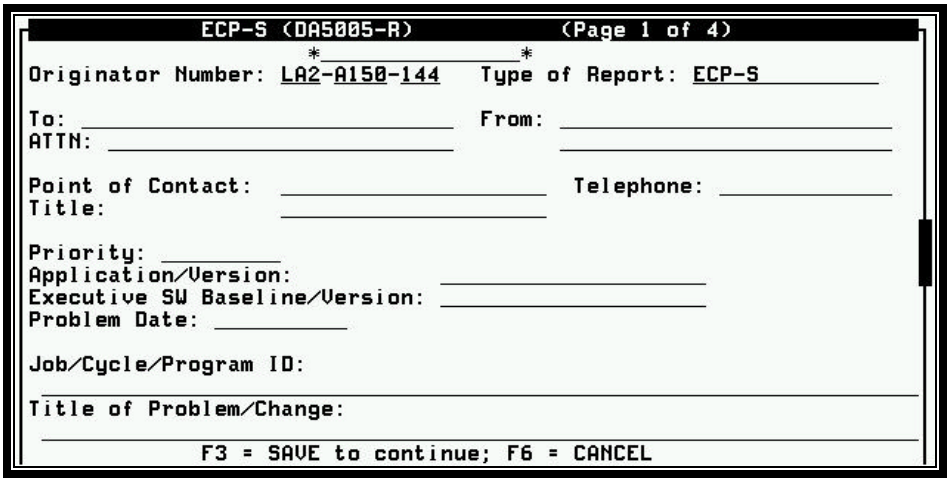


Figure 5.6-1. ECP-S - DA Form 5005-R (Page 1 of 4)

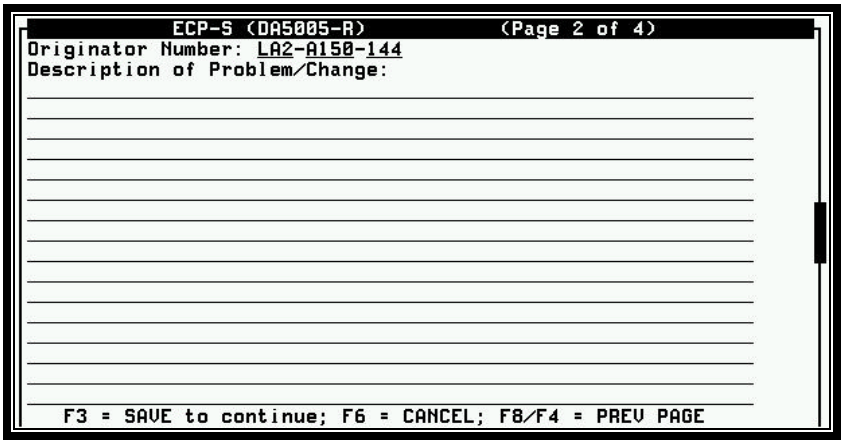
Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to

modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this three position code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu". Positions 4-7: DPI code. Use this four position code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code. Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the Unit Name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495".
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson".
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	Enter the name of the application and the version number. Example: "PERSLOC/10.00".
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P21-10.00.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect". The number of characters available on both lines is 66.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

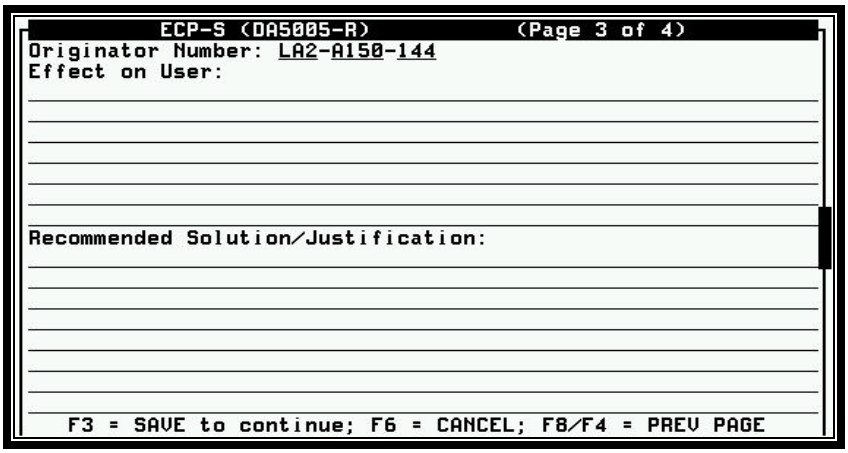


ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect". The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.



ECP-S - DA Form 5005-R (Page 3 of 4)

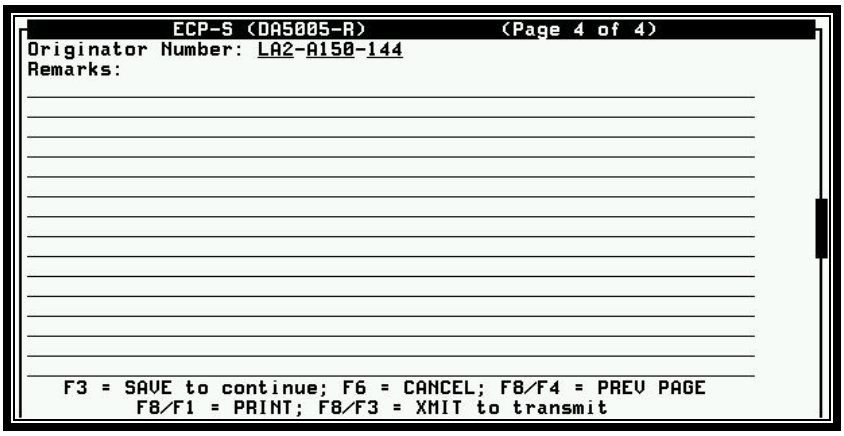
This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost

time". The number of characters available is 420.

Recommended Solution/ Justification:	Enter brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.



ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from Screen 4 are as follows:

SAVE:	When you complete the problem report, press <F3> to save it.
CANCEL:	If you decide to cancel the problem report, press <F6>.
PREV PAGE:	To return to the previous page, press <F8/F4>.
TRANSMIT:	If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.

Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT:	To produce a printed copy of the report, press <F8/F1>.

5.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

- An AIS code
- An unique site identifier

? A site sequence number

Environment variables, which are set and exported in the ".strtusrISM" command file in the PERSLOC runtime directory, control the following parameters:

? Site sequence number that is generated and incremented automatically.

? AISCODE, the identifying code assigned to PERSLOC AIS

? DPI Code, a unique four-digit site identifier that is preset in PERSLOC at installation time

? ECPDIR, indicates the path where the ECP-S input and output files are stored

? ECPDB is the ISM identifier (PERSLOC).

The environment variables allow this procedure to be used with various ISM applications at different sites without changing the procedure itself.

5.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number (as an American Standard Code for Information Interchange (ASCII) string) in the database. The PERSLOC screen banner includes the software version number, requested on the DA Form 5005-R.

5.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in the SADB.

5.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with PERSLOC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the PERSLOC host. The size of the output is about two pages.

5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.2 View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

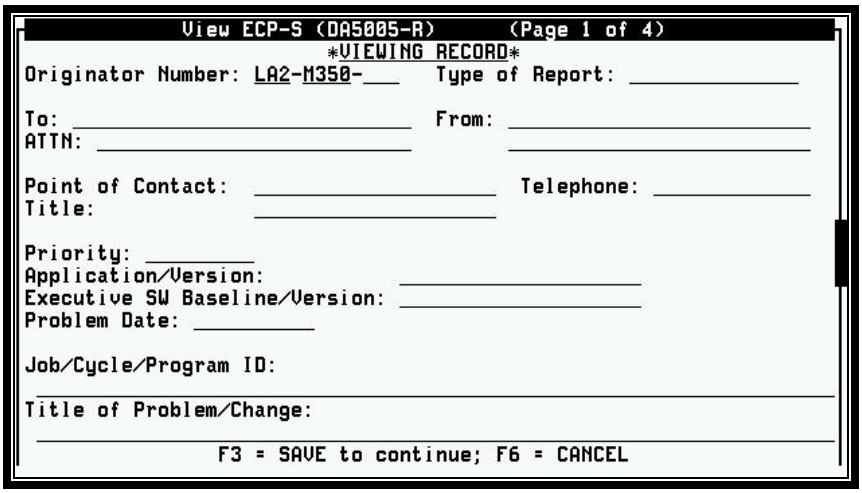
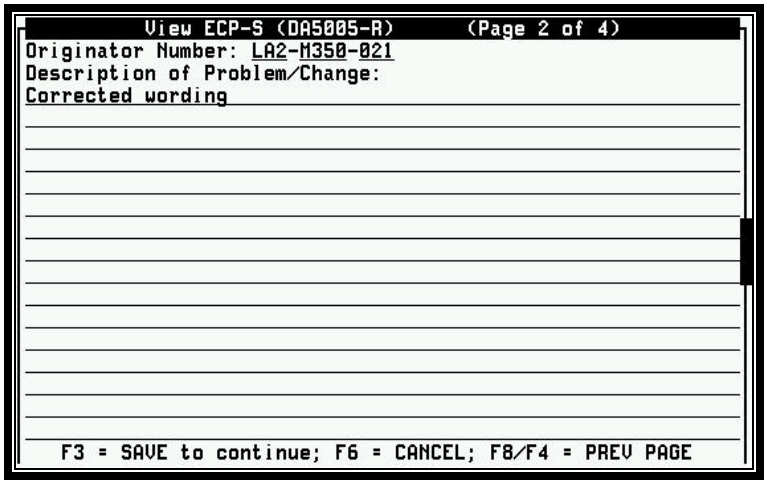


Figure 5.6-1. View - ECP-S - DA Form 5005-R (Page 1 of 4)

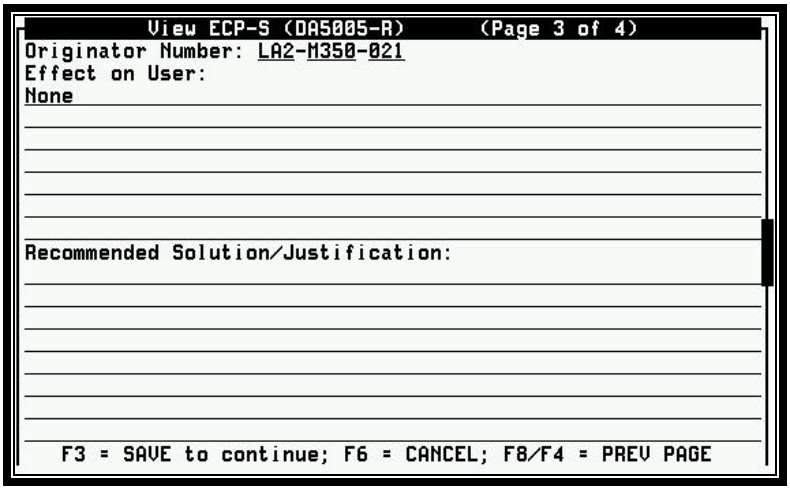
Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.



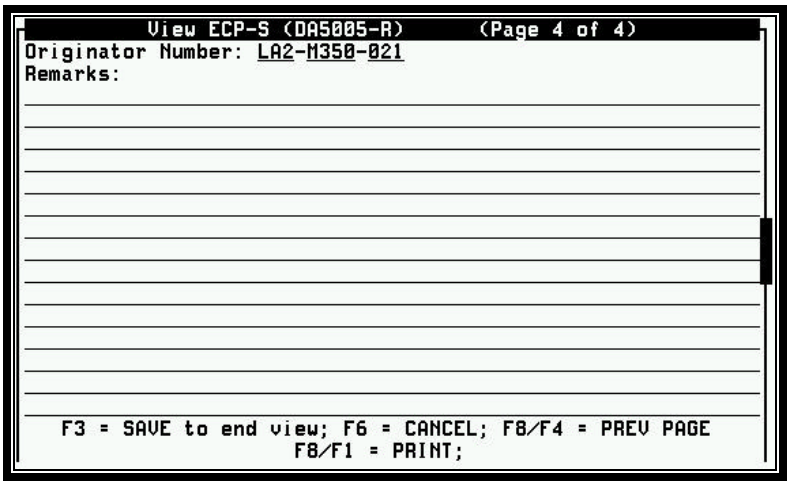
ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

5.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

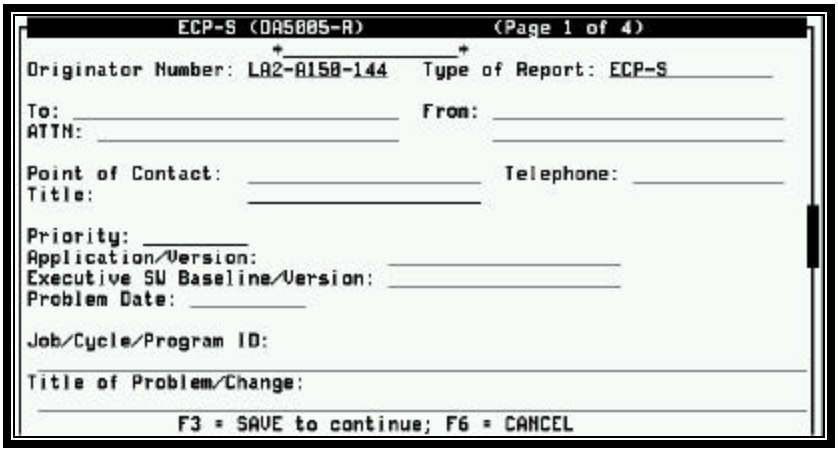
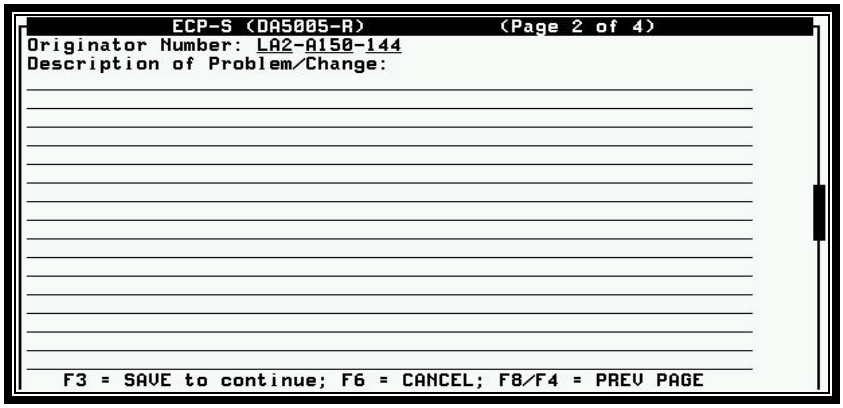


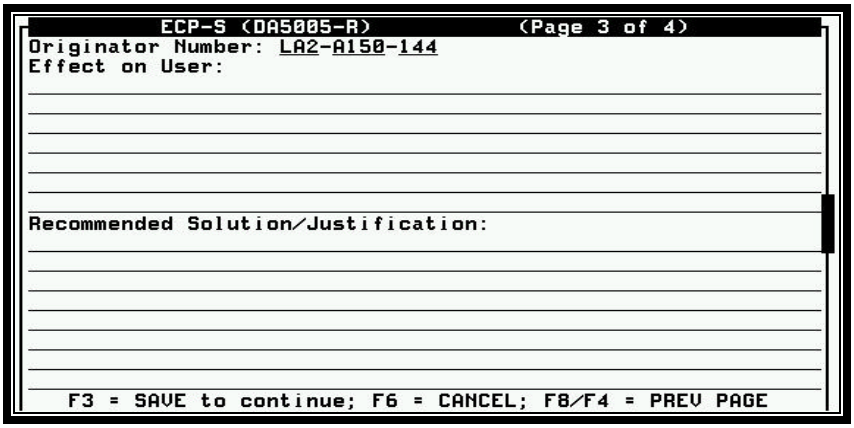
Figure 5.6-1. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.



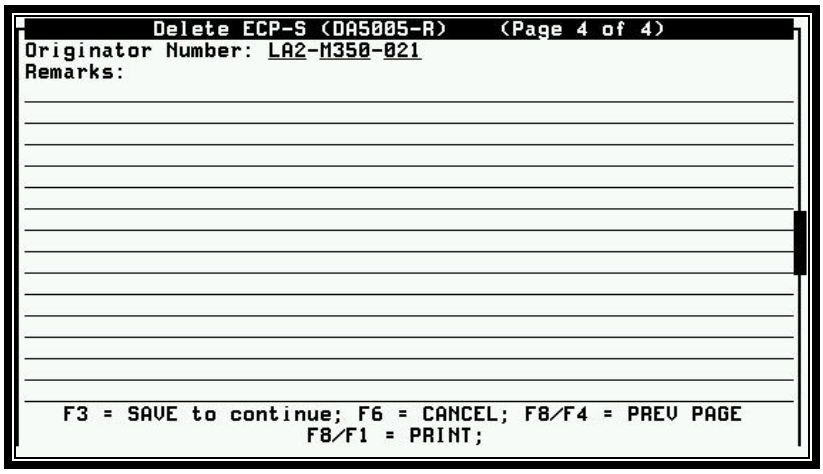
ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.4 Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

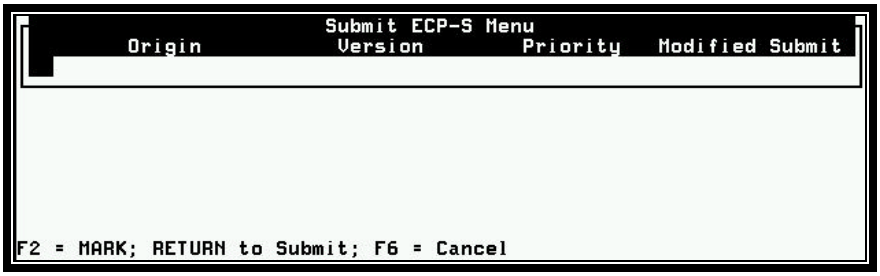


Figure 5.6-1. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

Press <Enter> to continue.

5.7 PERSLOC INITIALIZATION/ADMINISTRATION MENU.

This menu gives the FA access to functions used to initialize (set-up) the application and to perform, the system administration functions described in the following paragraphs. Refer to the PERSLOC SIP if you are setting-up PERSLOC at your installation for the first time. Selection of Option #7 from the "Master Menu" provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to PERSLOC for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the "Master Menu" will display the following screen.

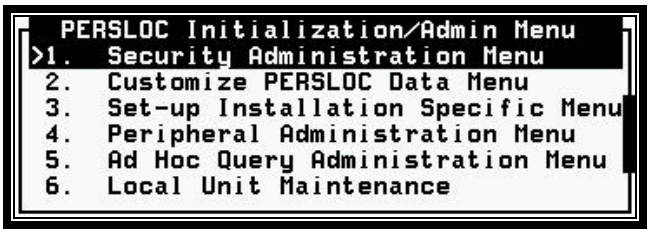


Figure 5.7-1. PERSLOC Initialization/Administration Menu

Highlight your selection and press <Enter>.

5.7.1 Security Administration Menu

The FA must set up PERSLOC user accounts with USERID and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users; change user access privileges; delete users; and add alternate administrators. Only PERSLOC users that are authorized can access the "Security Administration Menu". Alternate administrators can set-up to perform PERSLOC FA administration functions. To grant a user access to the PERSLOC database and the ILIDB, DBA access is required to both of these databases. To add a user to PERSLOC, the FA must know the valid UNIX system login name. Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as a PERSLOC user. To do this, the FA submits a list of prospective users to the system administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords. Selection of this menu from the "PERSLOC Initialization/Administration Menu" will present the following screen.

Figure 5.7-1. Security Administration Menu

Highlight your selection and press <Enter>.

5.7.1.1 Add/Change PERSLOC User

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to PERSLOC and to grant or change user access to functions.

a. Adding a user to PERSLOC affects input/output as follows:

(1) Each login profile file (".profile") is modified to add the following lines:
exec .setupISM
exit

The result is that the user immediately runs PERSLOC upon logging in, and is logged-out immediately upon exiting PERSLOC. Refer to the file ".setupISM" for more information.

(2) Each user is granted "connect" access permission to the PERSLOC database and ILIDB. The Oracle SQL Reference Manual contains details.

(3) A record is added to the PERSLOC security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user's "security profile".

b. Changing PERSLOC, user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

STEP 1. Use Procedure 7,1,1 to display the add/change screen.

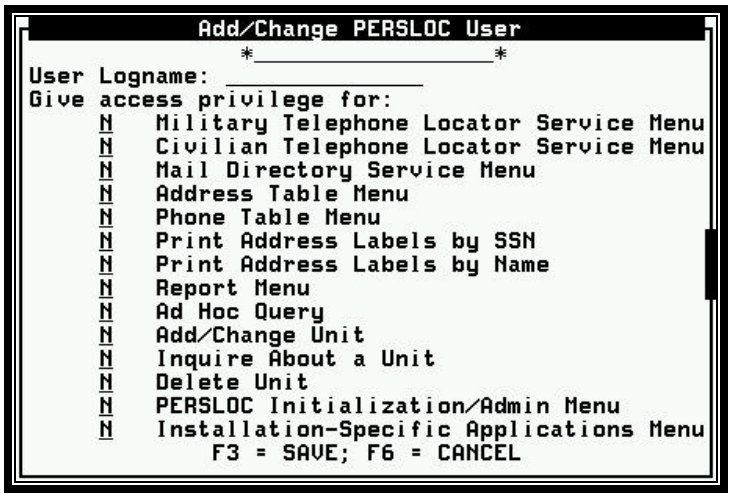
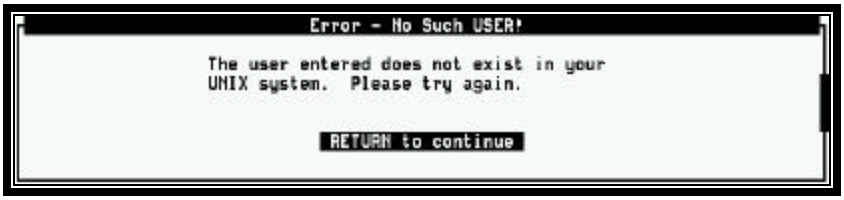


Figure 5.7-1. Add/Change PERSLOC User

STEP 2. Enter the log-in name (obtained from the ANSOC) and press <Enter>. If you entered a log-in name that does not correspond to a valid UNIX system user, an "ERROR - No Such USER!" message will appear.



STEP 3. Enter <Y> next to the privileges you want to grant, and <N> next to the privileges you want to deny. (For all new users, the privileges have the default of "N".)

STEP 4. Press <F3> to save the new user or changes and return to the previous screen.

5.7.1.2 Delete PERSLOC User.

This option allows you to delete users from the application. To change information about a user, highlight the "Add/Change PERSLOC User" option and press <Enter>. Select this function to delete a valid user from PERSLOC. Deleting a user from PERSLOC affects input/output as follows:

a. The user's login file (".profile") is modified so that the following command is removed:

exec .setupISM
exit
The result is that upon logging in, the user is immediately logged out.

b. Access permissions to the PERSLOC database and ILIDB are revoked.

c. Appropriate security profile records are removed from the PERSLOC database.

TO DELETE A USER--

STEP 1. Use Procedure 7,1,2 to display the delete screen.

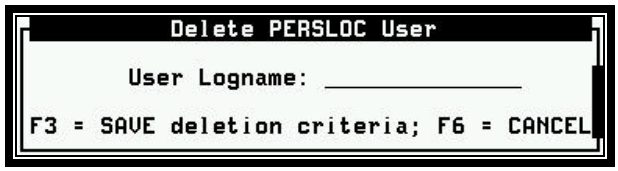


Figure 5.7-1. Delete PERSLOC User

STEP 2. Enter the user log name and press <F3> to delete. The system will display the following 'delete confirmation' screen.

Enter <Y> and press <Enter> to delete the record or <N> and press <Enter> to cancel the delete request. Pressing <F6> will also abort the delete request and take you back to "Security Administration Menu". If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen.

Once you delete a user Log name, then you will not be able to retrieve his name. However, you can add back this user into the database with "Add/Change PERSLOC User". Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.1.3 Add Alternate ISM Administrator

Select this option from the "Security Administration Menu" to designate users who will have administrator privileges equivalent to the "post" login. The system will display the following screen.

Figure 5.7-1. Add Alternate ISM Administrator

This screen requests the logname of the user that you want to grant administration privileges to. Enter a valid user name and press <F3> when done.

5.7.1.4 Add/Change Address Record Write Permission

Select this option to add/change address write permission for a user to the unit(s) where he can update records. Selection of this option from "Security Administration Menu" will present the following screen.

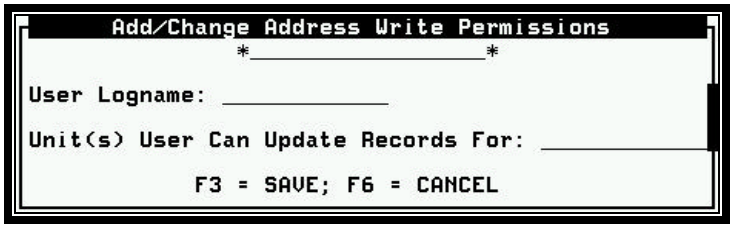


Figure 5.7-1. Add/Change Address Record Write Permission

Enter the user log name and the unit(s) for which he can update records or press <F2> for choices. Mark the unit or units that the user wishes to add/change address write permission and press <Enter>. Press <F3> to save or <F6> to cancel.

5.7.1.5 Delete Address Record Write Permission

Select this option to delete address write permission for a user. Selection of this option from "Security Administration Menu" will present the following screen.

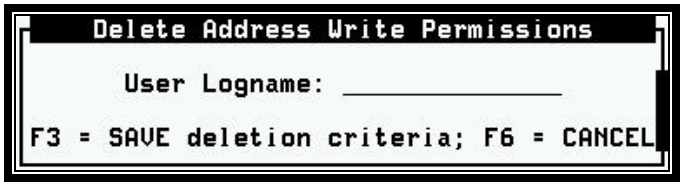
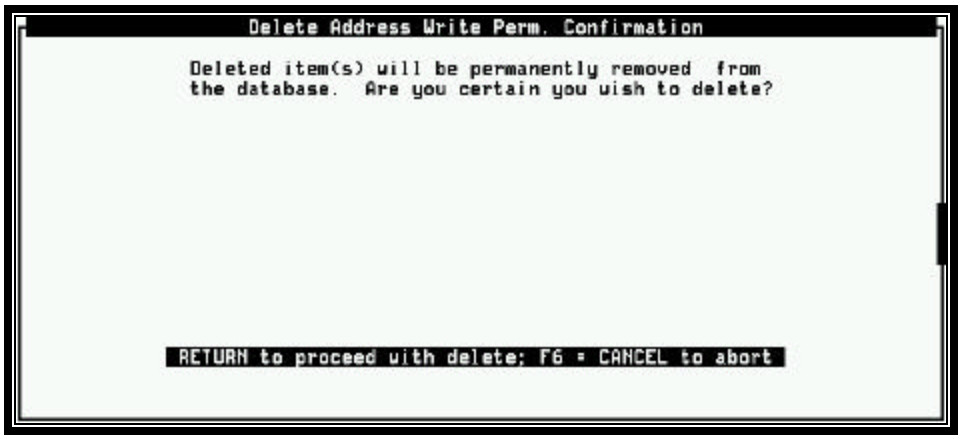


Figure 5.7-1. Delete Address Record Write Permission

Enter the user log name and press <F3> to delete, or <F6> to cancel delete request. Pressing <F3> will display the following confirmation screen before deletion.



Press <Enter> to proceed with delete or <F6> to cancel.

5.7.2 Customize PERSLOC Data Menu.

Documentation to support this functionality will be provided at later date.

5.7.3 Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the "PERSLOC Initialization/Administration Menu" to display the following screen.

Figure 5.7-1. Setup Installation-Specific Applications Menu

Highlight your selection and press <Enter>.

5.7.3.1 Add/Change Menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the "post" database and each entry consists of two parts:

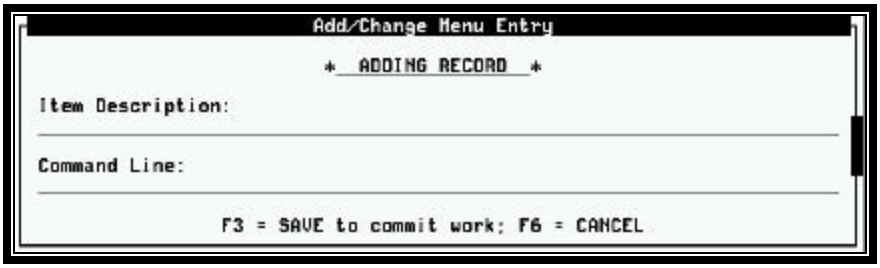
a. Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.

b. A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select "Add/Change Menu Entries" the following menu will appear.

Figure 5.7-1. Add/Change Menu Entries

When you select "ADD RECORD" the following screen appears.



The screen will prompt you for the following information.

Field	Description
Item Description:	Enter a description that will be displayed in the "Installation- Specific Application Menu".
Command Line:	Enter a full command line that will be run by UNIX.

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.

5.7.3.2 Delete Menu Entries

This option allows the PERSLOC administrator to delete links to other applications on the UNIX system. When you select "Delete Menu Entries" the following screen appears.

Figure 5.7-1. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion

occurs with the screen shown below.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

5.7.4 Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the PERSLOC system. In order to add a printer you will need to know how the printer was described to the operating system. The UNIX description will be available from the SA. When you select "Peripheral Administration Menu," the following screen appears.

Figure 5.7-1. Peripheral Administration Menu

5.7.4.1 Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to PERSLOC users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within PERSLOC. Printers must be added to the local network print server, as well as the ANSOC host Print server.

a. Control Inputs. Only printers that are already defined on the host system can be added to PERSLOC. PERSLOC uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 "System User's Guide: Operating System and Devices", for information about how to add printers to the host system.

b. Management Information. Each printer definition in PERSLOC consists of three parts:

(1) Printer name, a 15-character maximum alphanumeric designation used by both the host system and PERSLOC to identify each printer.

(2) Printer class, which is different from the system printer class. It is used by PERSLOC to determine what format of output is required/allowed and is selected from a pre-defined list shown below.

LASER PRINTER (HP LaserJet III-compatible)
DRAFT-80 COLUMN
DRAFT-132 COLUMN/COND
LABEL PRINTER
SLAVE *

* A user can direct the output from PERSLOC to a printer attached to a PC by selecting the "SLAVE" option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

(3) Printer description: a 60-character maximum alphanumeric comment that PERSLOC associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).

c. Input/Output Files. Printer definitions are stored in the printer table in the post database (post: "post".printer).

To add a printer, select Option #1 from the "Peripheral Administration Menu". The following screen will appear.

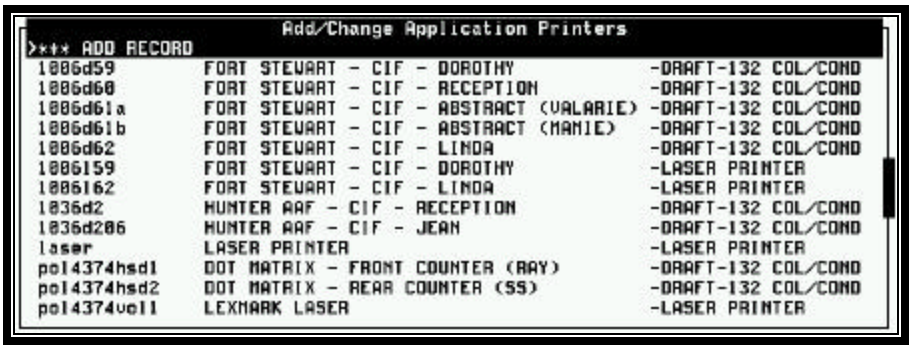
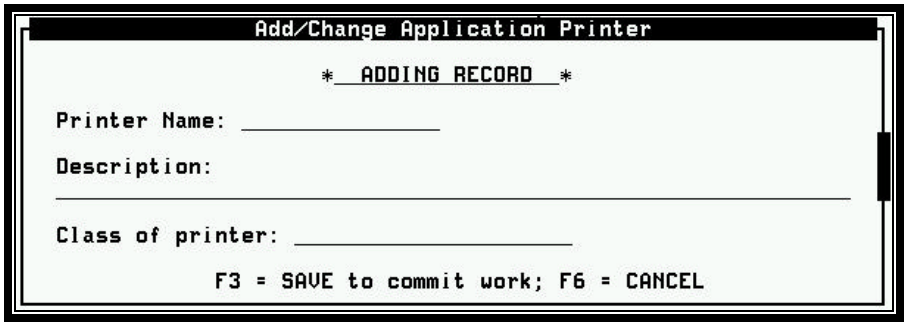


Figure 5.7-1. Add/Change Application Printers

Highlight "Add Record" and press <Enter> to display the "Add/Change Application Printers" screen as shown.



Enter the appropriate information for the printer. Press <F3> to add the printer information to the database.

5.7.4.2 Delete Application Printers

Use this procedure to delete the definition of a printer made available to PERSLOC via the "Add/Change Application Printer" procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the PERSLOC printer table, making that printer unavailable to PERSLOC users.

To delete a printer, select Option #2 from the "Peripheral Administration Menu".

Figure 5.7-1. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.

Enter <Y> for 'Yes' or <N> for 'No' and press <Enter>. Pressing <F6> cancels the delete request.

5.7.5 Ad Hoc Query Administration Menu

When you select this menu from the "PERSLOC Administration Menu," the following screen appears.

Figure 5.7-1. Ad Hoc Query Administration Menu

5.7.5.1 Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an "Elements to Show" screen appears. It lists available elements and current comments.

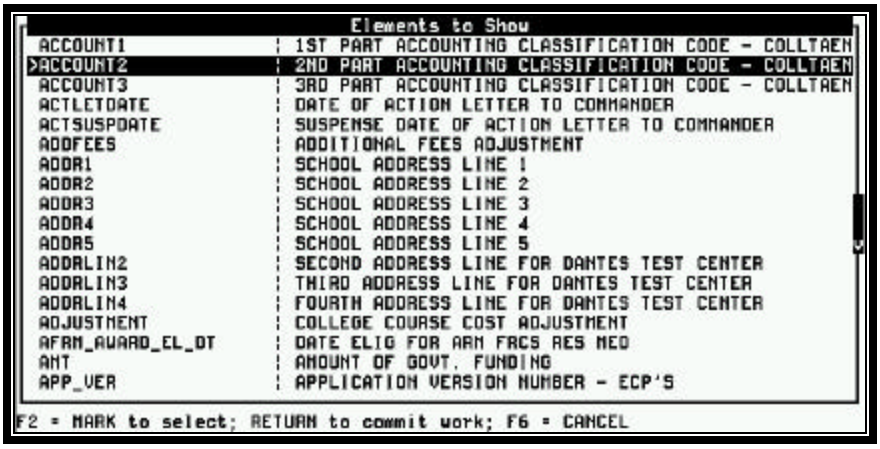
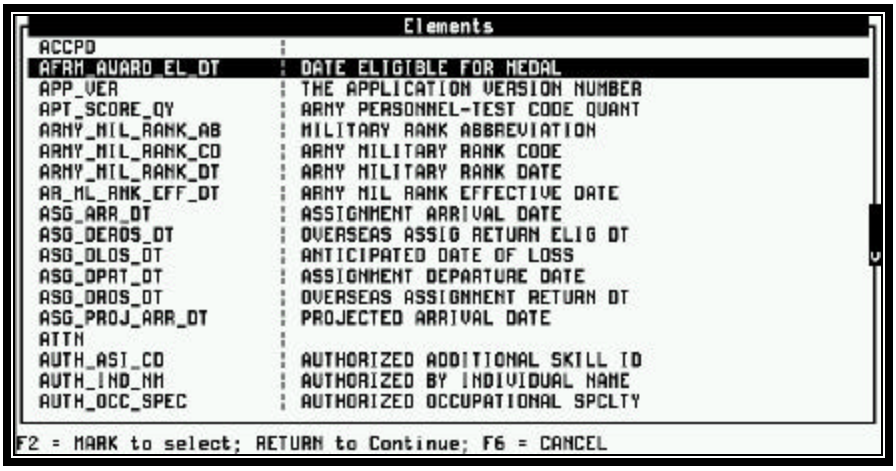


Figure 5.7-1. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the "Ad Hoc Query Administration Menu".

5.7.5.2 Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following "Elements screen" will be displayed, listing each available SADB element and its current comment.



Highlight the elements that you want to add, or change comments and press <F2> to mark them. After marking the desired element(s), a "Change Element Comment" screen will appear.

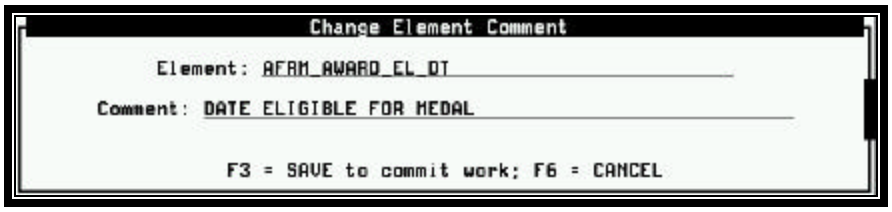
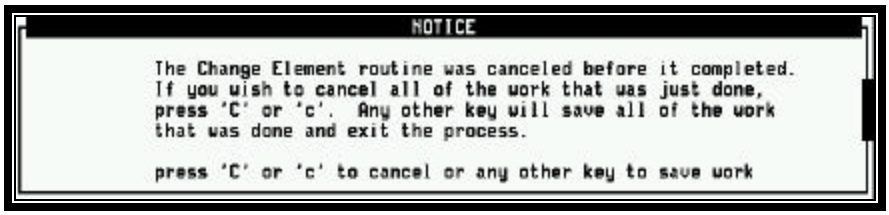


Figure 5.7-1. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.



When done, the "Ad Hoc Query Administration menu" will re-appear.

NOTE: If you have excluded certain elements that are included in previously saved queries, those queries will not run.

5.7.6 Local Unit Maintenance.

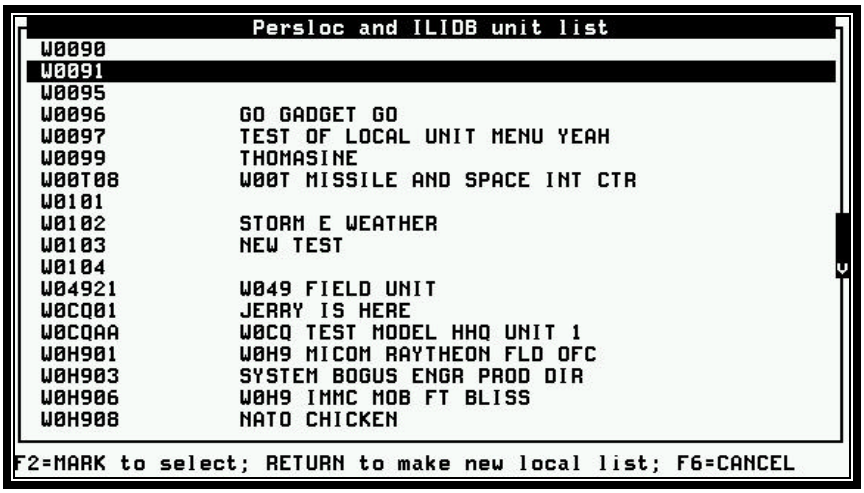
Use this option to maintain the common names for local units. When you select this option from the "PERSLOC Initialization/Administration Menu," the following screen will appear.

Figure 5.7-1. Local Unit Maintenance Menu

Highlight your selection and press <Enter>.

5.7.6.1 Add/Change Local Unit.

Use this option to add a common name or to change a common name for a local unit. Select this option to display a list of unit names as shown in the screen below.



This list will show the UPC and the unit name for each unit. If a unit has been selected by pressing <F2>, it will be highlighted and will have a ">" symbol left to the entry. After all units have been selected, press <F3> to display the local list.

Now highlight the unit for which you would like to change or add a common name and press <Enter>. The following screen will appear.

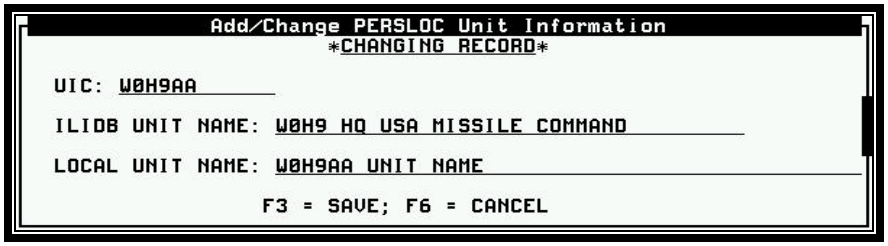


Figure 5.7-1. Add/Change Local Unit

Press <F3> to save or <F6> to cancel the operation.

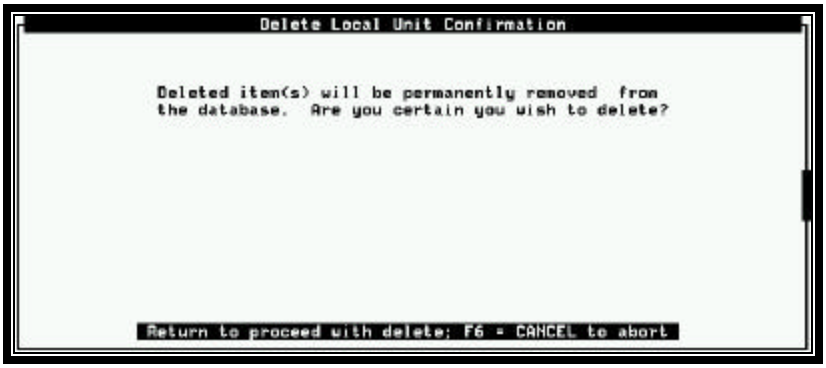
5.7.6.2 Delete Local Unit.

Selection of this option will display a list of the units that with common names as shown below.

Figure 5.7-1. Delete Local Unit

Highlight the common name that you wish to delete and press <Enter>. This will display the following

'delete confirmation' screen.



Press <Enter> to proceed with delete or <F6> to cancel the delete request. When the common name is deleted, the ILIDB unit name will appear as the unit name on the PERSLOC and ILIDB Unit list.

5.8 INSTALLATION SPECIFIC APPLICATIONS

These procedures may be defined by the PERSLOC administrator to be any valid UNIX shell command. Access to these procedures is controlled by the PERSLOC administrator using procedure Add/Change PERSLOC User. Selection of this option from the "Master Menu will display the following screen.

Figure 5.8-1. Installation-Specific Applications Menu

6 TERMS AND ABBREVIATIONS

Terms	Explanation
Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a "snapshot" of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies PERSLOC users. (It is also called the "user name").
Software Tools	See "Utility Software".
Software Unit	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
Utility Software	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.

Abbreviations & Acronyms	Definition
ACSIM	Assistant Chief of Staff for Installation Management
ADD	Army Data Dictionary
Ad Hoc Query	A user defined SQL query statement
ADP	Automated Data Processing
AIS	Automated Information System
AISM	Automated Information System Manual
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operator Center
AR	Army Regulations
ASCII	American Standard Codes for Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CC	Configuration Control Manual
CSA	Chief of Staff, US Army
DA	Department of Army
DAC	Department of the Army Civilians
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCSLOG	Deputy Chief of Staff for Logistics
DCTN	Defense Commercial Telecommunications Network
DISN	Defense Information System Network
DOD	Department of Defense
DOIM	Directorate of Information Management
DOS	Disk Operating System
DPI	Data Processing Installation
DS	Database Specifications
DSN	Defense Switched Network

ECP-S	Engineering Change Proposal-Software
ESQL	Embedded Structured Query Language
ETI	Extended Terminal Interface
ETIP	Extended Terminal Interface Prototype
FA	Functional Administrator
FD	Functional Description
FOUO	For Official Use Only
FP	Functional Proponent
FTS	Federal Telecommunications System
HOMES	Housing Office Management System
IAW	In accordance with
IITS	Installation Information Transport System
ILIDB	Installation Level Integrated Database
IP	Implementation Procedures
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Army Command
MAIS	Major Automated Information System
NCSA	National Center for Supercomputing Applications
NIC	Network interface card
ODISC4	Office of the Director of Information Systems for Command, Control, Communications, and Computers
OM	Computer Operations Manual
OS	Operating System
PC	Personal Computer
PCS	Permanent Change of Station
PERSLOC	Personnel Locator
POC	Point of Contact
POSIX	Portable Operating System Interface for Computer Environments
PR	Problem Report
RDBMS	Relational Database Management System
SA	System Administrator
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SD	System Developer
SDC-W	Software Development Center-Washington D.C.
SIC	System Identification Code
SIDPERS	Standard Installation/Division Personnel System
SIP	Software Installation Plan
SMC	Small Multiuser Computer
SPS	Software Production Specifications
SQL	Structured Query Language
SSP	Security Support Plan
STAMIS	Standard Army Management Information Systems
STARS	Status Tracking and Reporting System
STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual

TCSEC	Trusted Computer System Evaluation Criteria
UNCLAS	Unclassified
USAISEC	U.S. Army Information Systems Engineering Command
USAISSDC-W	U.S. Army Information Systems Software Development Center -Washington DC.
US-2	Unclassified Sensitive-Two
VDT	Video Display Terminal

7 SAMPLE BACKUP SCRIPT

```
#! /bin/sh
# backup : sample of script to backup the PERSLOC ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2:  TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/PERSLOC.cpio".
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID PERSLOC.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
echo "This backup program is intended is to backup (almost) everything needed to restore PERSLOC to operation on
the same/other system in the event of a system failure.  Only the password file and individual user directory files are
not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred.  If you need
assistance with a restore or think you do please contact someone.  Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"$TAPEDEV\".
In order to run backup you must
        1)  Login as someone other than a PERSLOC user.
        2)  Switch user to login ID \"post\".
        su post   (note: no \"-\" argument to su!)
        3)  Change directory to home directory for PERSLOC.
        4)  Insure no ISM users are logged in.  This insures that neither the PERSLOC database or the ILIDB are in
        use.
        5)  if archiving to tape, mount a writable tape.
        6)  run \"backup\". That means type:
        ./backup
Are you ready to continue?  This means that steps 1-5 are complete [Y/N] \c"
read ans
if test -z "$ans"
then
        echo "no backup done"
        exit
elif test "$ans" != "Y"
then
        echo "no backup done"
        exit
fi
#
# First make backups using "dbexport" of the SADB and the ILIDB
DBLIST=" ilidb"
for db in $DBLIST

do
        rm -rf $db.old              # remove old backup
        mv $db.exp $db.old          # make current backup previous
        rm -f dbexport.out          # scratch old transcript file, if any
        dbexport $db -q             # quiet export;
        if test $? -ne 0
        then
                echo "export of $db failed"
                echo "backup not done"
                exit
        fi
        mv dbexport.out $db.exp     # save transcript with export files
done
```

```
# create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
        echo “cpio $db failed”
        echo “backup not complete”
else
        echo “backup complete”
```